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REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

Shirley F. Ebbesen                      Division of  
Director                      Wage Determinations

Wage Determination No.: 2005-2495  
Revision No.: 9  
Date Of Revision: 06/18/2008

States: Arkansas, Kentucky, Mississippi, Tennessee

Area: Arkansas Counties of Craighead, Crittenden, Cross, Lee, Mississippi, Poinsett, St Francis

Kentucky Counties of Ballard, Calloway, Carlisle, Fulton, Graves, Hickman, Marshall, McCracken

Mississippi Counties of Benton, De Soto, Marshall, Tippah

Tennessee Counties of Benton, Carroll, Chester, Crockett, Decatur, Dyer, Fayette, Gibson, Hardeman, Hardin, Haywood, Henderson, Henry, Lake, Lauderdale, Madison, McNairy, Obion, Shelby, Tipton, Weakley

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	13.13
01012 - Accounting Clerk II	14.75
01013 - Accounting Clerk III	16.36
01020 - Administrative Assistant	21.69
01040 - Court Reporter	16.54
01051 - Data Entry Operator I	11.09
01052 - Data Entry Operator II	12.03
01060 - Dispatcher, Motor Vehicle	16.56
01070 - Document Preparation Clerk	12.03
01090 - Duplicating Machine Operator	12.03
01111 - General Clerk I	11.22
01112 - General Clerk II	12.25
01113 - General Clerk III	14.06
01120 - Housing Referral Assistant	20.25
01141 - Messenger Courier	10.60
01191 - Order Clerk I	11.76
01192 - Order Clerk II	13.16
01261 - Personnel Assistant (Employment) I	14.55
01262 - Personnel Assistant (Employment) II	16.28
01263 - Personnel Assistant (Employment) III	18.15
01270 - Production Control Clerk	17.66
01280 - Receptionist	12.03
01290 - Rental Clerk	14.55
01300 - Scheduler, Maintenance	15.74
01311 - Secretary I	15.74
01312 - Secretary II	17.61
01313 - Secretary III	19.63
01320 - Service Order Dispatcher	14.98
01410 - Supply Technician	18.72



01420 - Survey Worker	16.54
01531 - Travel Clerk I	11.78
01532 - Travel Clerk II	12.54
01533 - Travel Clerk III	13.50
01611 - Word Processor I	12.03
01612 - Word Processor II	14.55
01613 - Word Processor III	17.17
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	19.00
05010 - Automotive Electrician	16.31
05040 - Automotive Glass Installer	14.57
05070 - Automotive Worker	14.60
05110 - Mobile Equipment Servicer	12.78
05130 - Motor Equipment Metal Mechanic	16.31
05160 - Motor Equipment Metal Worker	14.60
05190 - Motor Vehicle Mechanic	16.31
05220 - Motor Vehicle Mechanic Helper	11.85
05250 - Motor Vehicle Upholstery Worker	14.60
05280 - Motor Vehicle Wrecker	14.60
05310 - Painter, Automotive	15.47
05340 - Radiator Repair Specialist	14.60
05370 - Tire Repairer	11.65
05400 - Transmission Repair Specialist	16.10
07000 - Food Preparation And Service Occupations	
07010 - Baker	10.68
07041 - Cook I	8.94
07042 - Cook II	10.50
07070 - Dishwasher	7.43
07130 - Food Service Worker	8.43
07210 - Meat Cutter	13.65
07260 - Waiter/Waitress	7.44
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	15.48
09040 - Furniture Handler	10.26
09080 - Furniture Refinisher	15.48
09090 - Furniture Refinisher Helper	11.91
09110 - Furniture Repairer, Minor	13.71
09130 - Upholsterer	17.53
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.86
11060 - Elevator Operator	9.13
11090 - Gardener	13.36
11122 - Housekeeping Aide	8.47
11150 - Janitor	10.46
11210 - Laborer, Grounds Maintenance	10.72
11240 - Maid or Houseman	7.61
11260 - Pruner	9.54
11270 - Tractor Operator	13.40
11330 - Trail Maintenance Worker	10.72
11360 - Window Cleaner	10.83
12000 - Health Occupations	
12010 - Ambulance Driver	14.10
12011 - Breath Alcohol Technician	15.99
12012 - Certified Occupational Therapist Assistant	19.86
12015 - Certified Physical Therapist Assistant	18.05
12020 - Dental Assistant	14.62
12025 - Dental Hygienist	28.57
12030 - EKG Technician	17.23
12035 - Electroneurodiagnostic Technologist	17.23
12040 - Emergency Medical Technician	14.10

12071 - Licensed Practical Nurse I	12.75
12072 - Licensed Practical Nurse II	14.29
12073 - Licensed Practical Nurse III	15.99
12100 - Medical Assistant	11.53
12130 - Medical Laboratory Technician	13.73
12160 - Medical Record Clerk	11.25
12190 - Medical Record Technician	13.54
12195 - Medical Transcriptionist	15.31
12210 - Nuclear Medicine Technologist	28.02
12221 - Nursing Assistant I	8.71
12222 - Nursing Assistant II	9.80
12223 - Nursing Assistant III	10.74
12224 - Nursing Assistant IV	12.05
12235 - Optical Dispenser	13.89
12236 - Optical Technician	11.60
12250 - Pharmacy Technician	12.48
12280 - Phlebotomist	12.05
12305 - Radiologic Technologist	22.52
12311 - Registered Nurse I	21.34
12312 - Registered Nurse II	25.15
12313 - Registered Nurse II, Specialist	25.15
12314 - Registered Nurse III	30.42
12315 - Registered Nurse III, Anesthetist	30.42
12316 - Registered Nurse IV	36.45
12317 - Scheduler (Drug and Alcohol Testing)	18.51
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	16.04
13012 - Exhibits Specialist II	19.43
13013 - Exhibits Specialist III	23.76
13041 - Illustrator I	16.04
13042 - Illustrator II	19.43
13043 - Illustrator III	23.76
13047 - Librarian	21.51
13050 - Library Aide/Clerk	10.75
13054 - Library Information Technology Systems Administrator	19.43
13058 - Library Technician	11.88
13061 - Media Specialist I	13.74
13062 - Media Specialist II	15.37
13063 - Media Specialist III	16.39
13071 - Photographer I	14.68
13072 - Photographer II	17.85
13073 - Photographer III	20.68
13074 - Photographer IV	22.92
13075 - Photographer V	25.93
13110 - Video Teleconference Technician	16.42
14000 - Information Technology Occupations	
14041 - Computer Operator I	14.55
14042 - Computer Operator II	17.17
14043 - Computer Operator III	19.00
14044 - Computer Operator IV	21.12
14045 - Computer Operator V	23.38
14071 - Computer Programmer I (1)	19.69
14072 - Computer Programmer II (1)	24.41
14073 - Computer Programmer III (1)	
14074 - Computer Programmer IV (1)	
14101 - Computer Systems Analyst I (1)	
14102 - Computer Systems Analyst II (1)	
14103 - Computer Systems Analyst III (1)	
14150 - Peripheral Equipment Operator	14.55
14160 - Personal Computer Support Technician	17.72



15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	25.34
15020 - Aircrew Training Devices Instructor (Rated)	33.42
15030 - Air Crew Training Devices Instructor (Pilot)	36.76
15050 - Computer Based Training Specialist / Instructor	27.62
15060 - Educational Technologist	22.43
15070 - Flight Instructor (Pilot)	36.76
15080 - Graphic Artist	19.07
15090 - Technical Instructor	19.05
15095 - Technical Instructor/Course Developer	24.22
15110 - Test Proctor	16.54
15120 - Tutor	16.54
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.48
16030 - Counter Attendant	8.48
16040 - Dry Cleaner	10.95
16070 - Finisher, Flatwork, Machine	8.48
16090 - Presser, Hand	8.48
16110 - Presser, Machine, Drycleaning	8.48
16130 - Presser, Machine, Shirts	8.48
16160 - Presser, Machine, Wearing Apparel, Laundry	8.48
16190 - Sewing Machine Operator	11.71
16220 - Tailor	12.47
16250 - Washer, Machine	9.38
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	15.48
19040 - Tool And Die Maker	18.95
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.10
21030 - Material Coordinator	18.16
21040 - Material Expediter	18.16
21050 - Material Handling Laborer	12.44
21071 - Order Filler	10.52
21080 - Production Line Worker (Food Processing)	13.10
21110 - Shipping Packer	12.06
21130 - Shipping/Receiving Clerk	12.06
21140 - Store Worker I	9.60
21150 - Stock Clerk	13.59
21210 - Tools And Parts Attendant	13.35
21410 - Warehouse Specialist	13.35
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	20.99
23021 - Aircraft Mechanic I	19.81
23022 - Aircraft Mechanic II	20.80
23023 - Aircraft Mechanic III	21.84
23040 - Aircraft Mechanic Helper	12.90
23050 - Aircraft, Painter	18.73
23060 - Aircraft Servicer	14.85
23080 - Aircraft Worker	15.82
23110 - Appliance Mechanic	17.27
23120 - Bicycle Repairer	11.39
23125 - Cable Splicer	20.99
23130 - Carpenter, Maintenance	16.39
23140 - Carpet Layer	15.79
23160 - Electrician, Maintenance	18.62
23181 - Electronics Technician Maintenance I	18.39
23182 - Electronics Technician Maintenance II	22.01
23183 - Electronics Technician Maintenance III	23.80
23260 - Fabric Worker	14.68
23290 - Fire Alarm System Mechanic	18.55

23310 - Fire Extinguisher Repairer	13.56
23311 - Fuel Distribution System Mechanic	19.65
23312 - Fuel Distribution System Operator	17.03
23370 - General Maintenance Worker	16.25
23380 - Ground Support Equipment Mechanic	19.81
23381 - Ground Support Equipment Servicer	14.85
23382 - Ground Support Equipment Worker	15.82
23391 - Gunsmith I	13.54
23392 - Gunsmith II	15.77
23393 - Gunsmith III	17.97
23410 - Heating, Ventilation And Air-Conditioning Mechanic	20.18
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	
21.41	
23430 - Heavy Equipment Mechanic	17.72
23440 - Heavy Equipment Operator	16.36
23460 - Instrument Mechanic	18.97
23465 - Laboratory/Shelter Mechanic	16.87
23470 - Laborer	12.46
23510 - Locksmith	16.90
23530 - Machinery Maintenance Mechanic	20.41
23550 - Machinist, Maintenance	18.35
23580 - Maintenance Trades Helper	12.35
23591 - Metrology Technician I	18.97
23592 - Metrology Technician II	20.10
23593 - Metrology Technician III	21.32
23640 - Millwright	18.65
23710 - Office Appliance Repairer	16.90
23760 - Painter, Maintenance	15.48
23790 - Pipefitter, Maintenance	18.86
23810 - Plumber, Maintenance	18.07
23820 - Pneudraulic Systems Mechanic	17.99
23850 - Rigger	17.99
23870 - Scale Mechanic	15.79
23890 - Sheet-Metal Worker, Maintenance	17.37
23910 - Small Engine Mechanic	16.00
23931 - Telecommunications Mechanic I	19.81
23932 - Telecommunications Mechanic II	20.88
23950 - Telephone Lineman	18.96
23960 - Welder, Combination, Maintenance	16.36
23965 - Well Driller	17.99
23970 - Woodcraft Worker	17.99
23980 - Woodworker	13.76
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.22
24580 - Child Care Center Clerk	14.11
24610 - Chore Aide	7.60
24620 - Family Readiness And Support Services Coordinator	11.77
24630 - Homemaker	16.62
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.35
25040 - Sewage Plant Operator	18.84
25070 - Stationary Engineer	22.35
25190 - Ventilation Equipment Tender	14.08
25210 - Water Treatment Plant Operator	19.04
27000 - Protective Service Occupations	
27004 - Alarm Monitor	11.23
27007 - Baggage Inspector	9.55
27008 - Corrections Officer	18.46
27010 - Court Security Officer	18.53
27030 - Detection Dog Handler	11.23



27040 - Detention Officer	18.46
27070 - Firefighter	16.97
27101 - Guard I	9.55
27102 - Guard II	11.23
27131 - Police Officer I	21.51
27132 - Police Officer II	22.31
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.24
28042 - Carnival Equipment Repairer	11.04
28043 - Carnival Equipment Worker	7.87
28210 - Gate Attendant/Gate Tender	12.36
28310 - Lifeguard	10.82
28350 - Park Attendant (Aide)	13.83
28510 - Recreation Aide/Health Facility Attendant	10.09
28515 - Recreation Specialist	10.49
28630 - Sports Official	11.01
28690 - Swimming Pool Operator	11.59
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	16.14
29020 - Hatch Tender	16.14
29030 - Line Handler	16.14
29041 - Stevedore I	15.93
29042 - Stevedore II	17.99
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	32.97
30011 - Air Traffic Control Specialist, Station (HFO) (2)	22.73
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	25.03
30021 - Archeological Technician I	15.92
30022 - Archeological Technician II	17.80
30023 - Archeological Technician III	21.87
30030 - Cartographic Technician	21.88
30040 - Civil Engineering Technician	18.51
30061 - Drafter/CAD Operator I	14.00
30062 - Drafter/CAD Operator II	15.64
30063 - Drafter/CAD Operator III	18.82
30064 - Drafter/CAD Operator IV	22.06
30081 - Engineering Technician I	16.18
30082 - Engineering Technician II	16.85
30083 - Engineering Technician III	19.76
30084 - Engineering Technician IV	23.33
30085 - Engineering Technician V	28.14
30086 - Engineering Technician VI	34.05
30090 - Environmental Technician	19.74
30210 - Laboratory Technician	18.29
30240 - Mathematical Technician	22.30
30361 - Paralegal/Legal Assistant I	18.81
30362 - Paralegal/Legal Assistant II	22.31
30363 - Paralegal/Legal Assistant III	27.20
30364 - Paralegal/Legal Assistant IV	33.01
30390 - Photo-Optics Technician	21.88
30461 - Technical Writer I	20.61
30462 - Technical Writer II	25.21
30463 - Technical Writer III	30.15
30491 - Unexploded Ordnance (UXO) Technician I	20.95
30492 - Unexploded Ordnance (UXO) Technician II	25.35
30493 - Unexploded Ordnance (UXO) Technician III	30.39
30494 - Unexploded (UXO) Safety Escort	20.95
30495 - Unexploded (UXO) Sweep Personnel	20.95
30620 - Weather Observer, Combined Upper Air Or Surface Programs	17.81
30621 - Weather Observer, Senior	23.38

31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.46
31030 - Bus Driver	16.73
31043 - Driver Courier	13.20
31260 - Parking and Lot Attendant	8.17
31290 - Shuttle Bus Driver	13.20
31310 - Taxi Driver	10.04
31361 - Truckdriver, Light	13.20
31362 - Truckdriver, Medium	13.68
31363 - Truckdriver, Heavy	17.24
31364 - Truckdriver, Tractor-Trailer	17.24
99000 - Miscellaneous Occupations	
99030 - Cashier	8.91
99050 - Desk Clerk	8.74
99095 - Embalmer	20.05
99251 - Laboratory Animal Caretaker I	11.95
99252 - Laboratory Animal Caretaker II	13.40
99310 - Mortician	20.05
99410 - Pest Controller	13.37
99510 - Photofinishing Worker	11.96
99710 - Recycling Laborer	15.49
99711 - Recycling Specialist	15.60
99730 - Refuse Collector	13.79
99810 - Sales Clerk	11.81
99820 - School Crossing Guard	10.81
99830 - Survey Party Chief	16.18
99831 - Surveying Aide	10.60
99832 - Surveying Technician	14.52
99840 - Vending Machine Attendant	11.13
99841 - Vending Machine Repairer	13.85
99842 - Vending Machine Repairer Helper	11.02

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.24 per hour or \$129.60 per week or \$561.60 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer



System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employee (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.



**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage



rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.